

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



December 15, 1988

ALL-COUNTY LETTER NO. 88-156

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY AUDITOR CONTROLLERS  
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the October - December 1988 quarter. Included are instructions regarding the new Administrative Expense Claim (AEC), electronic data processing (EDP) equipment depreciation, costs for supportive services, and recipient share of cost collections in the In-Home Supportive Services (IHSS) Program.

Beginning with the October - December 1988 quarter, the back of each claim form describes its purpose and identifies the flow of data going to and from the document. This change has been implemented in order to provide a better understanding of how costs are processed through the AEC and to assist in its preparation.

Following is a list of forms to be used for the October - December 1988 quarter claim. All forms except the DFA 325.5 and the DFA 419 have been revised this quarter because of editorial corrections and the inclusion of instructions on the back of each form. Programmatic changes were limited to the Eligibility and Nonservices function with the addition of program lines for Systematic Alien Verification for Entitlements and the split of the Refugee Resettlement Program (RRP)-General Relief (GR) and Non-Aid to Families with Dependent Children into RRP/GR and Refugee Cash Assistance/Entrant Cash Assistance. Revised forms will be forwarded to the Counties separately.

<u>Form</u>	<u>Date</u>	<u>Form</u>	<u>Date</u>	<u>Form</u>	<u>Date</u>
DFA 325.1	11/88	DFA 327.1B	11/88	DFA 327.4A	11/88
DFA 325.1A	11/88	DFA 327.1C	11/88	DFA 327.4B	11/88
DFA 325.1AA	11/88	DFA 327.1D	11/88	DFA 327.4D	11/88
DFA 325.1B	11/88	DFA 327.2A	11/88	DFA 327.5A	11/88
DFA 325.1C	11/88	DFA 327.2B	11/88	DFA 327.5B	11/88
DFA 325.1D	11/88	DFA 327.2C	11/88	DFA 327.5D	11/88
DFA 325.1E	11/88	DFA 327.2D	11/88	DFA 325.5	9/88
DFA 47	11/88	DFA 327.2F	11/88	DFA 419	9/88
DFA 323	11/88	DFA 327.3A	11/88	DFA 7A, B	11/88
DFA 879	11/88	DFA 327.3B	11/88	DFA 403	11/88
DFA 53	11/88	DFA 327.3C	11/88		
DFA 327.1A	11/88	DFA 327.3D	11/88		

AEC

As Counties are aware, a major revision to the AEC for the July - September 1988 quarter was the development of input documents to separately report expenditures and other necessary data for processing throughout the claim. Because these input documents are used by the State Department of Social Services' (SDSS) key data operators for entering information into the data base, their accuracy and clarity are essential. A review of the automated claim documents submitted for the July - September quarter has resulted in the need to remind Counties that automated claims must approximate the State-provided claim forms as instructed in All-County Information Notice No. I-01-85. Specific problem areas with the automated claim documents which must be addressed are as follows:

1. The numbers which identify a key entry cell or column/row are to be highlighted by parenthesis, brackets, or bold lines in order to facilitate the location of key entry areas and to distinguish them from input data. The printed claim forms utilize shading and bold lines to highlight key entry cell or column/row numbers.
2. Vertical lines are required between key entry columns. If these cannot be computer generated, they must be drawn by County staff prior to submission.
3. Because compressed print is difficult to read, standard print size must be used.
4. Spacing between columns must be wide enough so that input numbers are clearly distinguishable.
5. The identifier box located in the upper right corner of each input document must contain the form number, County number and applicable quarter. No other information is to be included in this area.

Implementation of these standards into County-generated automated claims will minimize auditing problems and will ensure that the claim is processed in a timely manner. The SDSS will work with the Southern Counties' Consortium (SCC) to make necessary changes to their software to conform to these standards. Counties who use the SCC's software can disregard the above unless they are making additional modifications. If these automated changes cannot be accomplished for the October - December 1988 quarter, it will be necessary for a County to submit manually prepared input documents.

The following reminders apply to the preparation of manual and automated AECs:

1. Dollar figures are to be rounded to the nearest whole dollar on all pages throughout the claim and recorded without decimals: "\$25,850" NOT "\$25,850.00."
2. Casework hours are to be recorded to the nearest quarter hour: .00, .25, .50, .75.

3. Full-time equivalents are to be rounded to the nearest tenth: .0.
4. The only valid Program Identifier Numbers (PIN) to be used on the Direct Cost Input Schedule (DFA 325.1B) are those shown on the attached County AEC Code Listing (Attachment I). The use of "00" as the last two digits of the code is invalid and will not be accepted into the data base. If it is unclear how to record a direct cost on this page, contact the Administrative Policy Unit prior to the submission of your claim. Invalid direct cost entries will be moved to the Other County Only Program. Since the County AEC Code Listing is now structured to include only those programs which allow direct cost entries, an additional attachment which lists all program codes is included for reference purposes (Attachment II).
5. Both EDP Developmental and Maintenance and Operations costs for Employment Services are allocated based on the participant persons count on the Greater Avenues for Independence (GAIN) Monthly Activity Report (GAIN 25) in Column 5. If the participant persons count from the GAIN 25 is not entered on the Statistical Information Input Schedule (DFA 325.1D), costs cannot be allocated to benefiting programs.
6. If multiple pages are used for the DFA 325.1B, totals are to be entered only on the final page of input.

As a result of processing the July - September 1988 claims, it has been brought to our attention that only one line of information per PIN can be accepted into the data base as input from the DFA 325.1B. If a County has more than one direct cost per PIN, all the costs associated with the PIN are to be totaled on a single line of input. Under no circumstances is a PIN code to be used more than once. If detailed information is required to be reported, it will be entered on subsequent lines. For example, key entry Line 1 can list the total cost of two contractors for a GAIN component in Columns 1 through 4, followed by a breakdown of those costs, contract numbers, etc., on the next lines. This backup information is to be entered in the Program Description, Type of Expense, and Contract Columns only. No entries are to be made in Columns 1 through 4 (data entry fields) when listing backup information (See Attachment III).

#### EDP Equipment Depreciation

Federal regulations require EDP equipment with a unit cost of over \$25,000 to be depreciated over its useful life. According to Internal Revenue Service depreciation standards, EDP useful life extends over a minimum five-year period. The EDP equipment with a unit cost of less than \$25,000 may be claimed in the quarter of expenditure. However, the unit cost does not necessarily refer to the cost of one piece of EDP equipment. When multiple pieces of EDP equipment are purchased in connection with a system, the total acquisition cost of all components necessary to initially make the system functional is measured against the \$25,000 threshold.

Subsequent acquisitions of additional equipment for the same system which, in effect, serves as an enhancement to or expansion of the original system, will be

measured on its own merits against the \$25,000 threshold, without regard to the original system acquisition cost. However, EDP equipment acquisition cannot be staggered in order to circumvent the depreciation threshold.

The following provides examples of the application of the \$25,000 threshold when purchasing EDP equipment:

#### Example 1

A County Welfare Department (CWD) purchases and installs a minicomputer system which includes six work stations located in three district offices. The total system price is \$120,000. The entire cost of this system is depreciated since all components purchased were necessary to make the system functional. After the system is operational, it is determined that an additional work station in one district office is desirable, at a total of \$20,000 for all equipment and installation costs. The cost of this new work station is measured independently against the \$25,000 threshold and would be claimed in the quarter the invoice was paid.

#### Example 2

A CWD upgrades its existing computer system with the purchase of more sophisticated work stations for \$10,000. This also requires the purchase of a larger processor for \$17,000 to accommodate the new work stations. The total price of the upgrade is \$27,000, and the entire cost of the system is depreciated since all components purchased were necessary to make the system functional. Subsequently, the CWD purchases ten terminals for all the district offices to allow access to the upgraded system. The total cost of the ten terminals is \$30,000 and must also be depreciated.

#### Example 3

A CWD has purchased a number of microcomputers for independent use among various units within the CWD for a total cost of less than \$25,000. Since these microcomputers are all independent of one another, the purchase can be expensed in the quarter the invoice was paid. The CWD later decides to link all the microcomputers together, requiring the purchase of modems, wiring, and additional processing capability. This interface project costs a total of \$60,000. Since all components are needed to link the microcomputers, and the total purchase price is over \$25,000, the cost of the entire interface project must be depreciated.

#### Example 4

A CWD purchases a personal computer system, which includes the central processing unit, monitor, printer, surge protection devices, and related software, for a total price of \$23,000. Although each piece of equipment may be individually priced, all pieces are necessary to make the system operational. Therefore, the total price is measured against the \$25,000 threshold and may be claimed for reimbursement in the quarter the invoice was paid. A subsequent acquisition of an additional printer for \$2,000 and an external memory device for \$3,000 are viewed

as enhancements to the original system. This acquisition is measured separately against the \$25,000 threshold and, in this case, fully claimed in the quarter paid.

#### Example 5

A CWD purchases two computer systems, each costing \$17,000 and consisting of a central processor, three terminals, one printer, and related software. The equipment is acquired from different vendors and is to be used for different functions within the same welfare program. Since each system is complete and operates independently from the other, the total price of each system is measured against the \$25,000 threshold. In this case, each system would be claimed in the quarter the invoice was paid.

All EDP equipment acquisitions must meet Division 28 regulations which requires prior approval from the SDSS, Statewide Systems Program Management Bureau (SSPMB), regardless of cost. Counties proceeding with procurement of EDP equipment prior to receipt of the SSPMB's approval will not receive State or Federal funds reimbursement.

#### Supportive Services

Questions have arisen concerning the proper methodology for claiming the cost of supportive services purchased in quantity for future use by clients. The costs of these services are claimable only when the service is actually provided to the participant. For example, if the CWD purchases a block of bus passes for the Independent Living Skills Program or GAIN participants, the cost of each pass may only be claimed in the quarter in which the pass is issued to the participant. The cost is to be reported as a direct cost to the appropriate program or component on the DFA 325.1B. The cost of any unused passes remaining at the end of the quarter cannot be reported on that quarterly claim.

#### IHSS - Recipient Share of Cost Collections

Under the IHSS Program, some CWDs collect directly from income eligible recipients the share of cost for the services rendered. Effective with the October - December 1988 quarter, these collections will be separately reported as a negative amount on the DFA 325.1B using the newly established PIN of 101042, Recipient Share of Cost Collection.

If you have any questions concerning the information in this letter, please contact the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT L. GARCIA  
Deputy Director  
Administration

Attachments

12/08/88

## COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
SOCIAL SERVICES			
101			IN-HOME SUPPORTIVE SERVICES
	1010		IN HOME SUPPORTIVE SVC
		101017	Contracted Service Delivery
		101032	Contracted PO
		101033	CWD Providers(Non-vested/Part-Time)
		101042	Recipient Share of Cost Collection
105			EMERGENCY ASSISTANCE / ANEC
	1051		Emergency Response
		105102	Emergency Shelter Care
		105103	Transportation
		105106	Counseling
		105135	Emergency Shelter Care-County Operated
		105136	Psychological Evaluation
	1053		Family Maintenance
		105302	Emergency Shelter Care
		105303	Transportation
		105306	Counseling
		105307	Parenting Training
		105308	Teaching & Demo Homemaker
		105309	Temp In-Home Caretaker
		105312	Out-of-Home Respite
		105335	Emergency Shelter Care-County Operated
		105336	Psychological Evaluation
	1055		Family Reunification
		105502	Emergency Shelter Care
		105503	Transportation
		105506	Counseling
		105507	Parenting Training
		105508	Teaching & Demo Homemaker
		105535	Emergency Shelter Care-County Operated
		105536	Psychological Evaluation
	1057		Permanent Placement
		105736	Psychological Evaluation

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
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110			CWS / TITLE IV-E
	1107		Permanent Placement - Federal
		110713	Foster Parent Trng/Travel & Per Diem
111			CWS / NON TITLE IV-E
	1111		Emergency Response
		111101	Overtime/Standby Pay
		111102	Emergency Shelter Care
		111103	Transportation
		111106	Counseling
		111123	Retainer Fees
		111135	Emergency Shelter Care-County Operated
		111136	Psychological Evaluation
		111138	Preapproved Non-mandated Services
	1113		Family Maintenance Program
		111302	Emergency Shelter Care
		111303	Transportation
		111306	Counseling
		111307	Parenting Training
		111308	Teaching & Demo Homemaker
		111309	Temp In-Home Caretaker
		111312	Out-of-Home Respite
		111335	Emergency Shelter Care-County Operated
		111336	Psychological Evaluation
		111338	Preapproved Non-mandated Services
	1115		Family Reunification - Nonfederal
		111502	Emergency Shelter Care
		111503	Transportation
		111506	Counseling
		111507	Parenting Training
		111508	Teaching & Demo Homemaker
		111512	Out-of-Home Respite
		111535	Emergency Shelter Care-County Operated
		111536	Psychological Evaluation
		111538	Preapproved Non-mandated Services
	1117		Permanent Placement - Nonfederal
		111702	Emergency Shelter Care
		111703	Transportation
		111706	Counseling
		111735	Emergency Shelter Care-County Operated

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
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		111736	Psychological Evaluation
		111738	Preapproved Non-mandated Services
115			COUNTY SERVICES BLOCK GRANT
	1151		Information and Referral
		115117	Contracted Service Delivery
	1152		Adult Protective Services
		115201	Overtime/Standby Pay
		115202	Emergency Shelter Care
		115203	Transportation
		115204	Food
		115205	Clothing
		115210	Temp In-Home Services
		115212	Out-of-Home Respite
	1155		Optional Services
		115517	Contracted Service Delivery
120			ADOPTIONS ASSISTANCE TITLE-IV-E
	1200		ADOPTIONS ASSISTANCE - Title IV-E
		120013	Foster Parent Trng/Travel & Per Diem
122			GENERAL ADOPTIONS
	1220		GENERAL ADOPTIONS
		122003	Transportation
		122014	Medical Exams
		122021	Adoption Fees Collected
		122022	Maternity Care Abatements
		122036	Psychological Evaluation
140			R.R.P. / CWS
	1400		R.R.P. / CWS
		140017	Contracted Service Delivery
141			R.R.P. / CSBG SERVICES
	1410		R.R.P. / CSBG SERVICES
		141017	Contracted Service Delivery

\* See page 5



# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
160			CHILD CARE/DEVELOPMENT PROGRAM
	1600		CHILD CARE/DEVELOPMENT PROGRAM
		160018	Child Care
167			AB 1733/OCAP
	1670		AB 1733/OCAP
		167017	Contracted Service Delivery
171			AB 57-ADULTS/EMERGENCY RESPONSE
	1710		AB 57 - ADULTS/EMERGENCY RESPONSE
		171001	Overtime/Standby Pay
		171002	Emergency Shelter Care
		171003	Transportation
		171004	Food
		171005	Clothing
		171010	Temp In-Home Services
173			SB 438/APS
	1730		SB 438/APS
		173001	Overtime/Standby Pay
		173002	Emergency Shelter Care
		173003	Transportation
		173004	Food
		173005	Clothing
		173010	Temp In-Home Services
		173012	Out-of-Home Respite
		173019	Volunteers (In-Kind)
		173020	Augmented Community Services (In-Kind)
184			ILSP SERVICES
	1840		ILSP SERVICES
		184015	Incentive Payments
		184017	Contracted Service Delivery
		184028	Work/Training Related Expenses
188			MUTUAL ASSISTANCE ASSOCIATIONS
	1880		MUTUAL ASSISTANCE ASSOCIATIONS
		188017	Contracted Service Delivery

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
189			SA J-93019
	1890		SA J-93019
		189014	Medical Exams
190			OTHER COUNTY ONLY PROG./GEN RELIEF
	1900		OTHER COUNTY ONLY PROG/GEN RELIEF
		190002	Emergency Shelter Care
		190017	Contracted Service Delivery
		190027	Other County Only Expense
		190035	Emergency Shelter Care-County Operated

\* Effective beginning with the 10/88 through 12/88 Quarter

115			County Services Block Grant
	1153		Out-of-Home-Care for Adults
		115308	Teaching and Demo Homemaker

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
-----	-----	-----	-----
ELIGIBILITY & NON-SERVICE			
201			AFDC FG/U
	2010		AFDC FG/U
		201014	Medical Exams
210			NONASSISTANCE FOOD STAMPS
	2100		NONASSISTANCE FOOD STAMPS
		210025	Issuance
220			GENERAL RELIEF
	2200		GENERAL RELIEF
		220027	Other County Only Expense
221			OTHER COUNTY ONLY
	2210		OTHER COUNTY ONLY
		221027	Other County Only Expense
226			CHILD SUPPORT DISREGARD
	2260		CHILD SUPPORT DISREGARD
		226017	Contracted Service Delivery
270			INDIAN RESERVATION-NAFS
	2700		INDIAN RESERVATION - NAFS
		270025	Issuance

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
-----	-----	-----	-----
			WELFARE FRAUD
301			FRAUD-FEDERAL AFDC
	3010		FRAUD-FEDERAL AFDC
		301024	Investigations
305			FRAUD-NONFEDERAL AFDC
	3050		FRAUD-NONFEDERAL AFDC
		305024	Investigations
310			FRAUD-FOOD STAMPS
	3100		FRAUD-FOOD STAMPS
		310024	Investigations
		310041	Prosecution
315			FRAUD-FEDERAL AFDC/FS
	3150		FRAUD-FEDERAL AFDC/FS
		315024	Investigations
320			FRAUD-NONFEDERAL AFDC/FS
	3200		FRAUD-NONFEDERAL AFDC/FS
		320024	Investigations
330			FRAUD-IHSS (CSBG)
	3300		FRAUD-IHSS (CSBG)
		330024	Investigations
390			FRAUD GENERAL RELIEF
	3900		FRAUD GENERAL RELIEF
		390024	Investigations
		390027	Other County Only Expense

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
-----	-----	-----	-----
EMPLOYMENT SERVICES			
401			ORIENTATION AND APPRAISAL
	4010		ORIENTATION & APPRAISAL
		401003	Transportation
		401016	Ancillary Services
		401018	Child Care
		401034	Incapacity Exam
		401040	Contracted O & A
402			ASSESSMENT
	4020		ASSESSMENT
		402003	Transportation
		402016	Ancillary Services
		402018	Child Care
		402034	Incapacity Exam
		402037	Contracted Assessment
404			JOB CLUB - CASE MGMT
	4041		JOB CLUB - CM/Fed
		404103	Transportation
		404116	Ancillary Services
		404118	Child Care
		404131	Contracted CM
		404134	Incapacity Exam
	4042		JOB CLUB -CM/N-Fed
		404203	Transportation
		404216	Ancillary Services
		404218	Child Care
		404231	Contracted CM
		404234	Incapacity Exam
406			SUPERVISED JOB SEARCH-CASE MGMT
	4061		SUP JOB SEARCH-CM/Fed
		406103	Transportation
		406116	Ancillary Services
		406118	Child Care
		406131	Contracted CM
		406134	Incapacity Exam

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
-----	-----	-----	-----
	4062		SUP JOB SEARCH-CM/N-Fed
		406203	Transportation
		406216	Ancillary Services
		406218	Child Care
		406231	Contracted CM
		406234	Incapacity Exam
408			OTHER JOB SEARCH SVCS-CASE MGMT
	4081		OTHER JSS-CM/Fed
		408103	Transportation
		408116	Ancillary Services
		408118	Child Care
		408131	Contracted CM
		408134	Incapacity Exam
	4082		OTHER JSS-CM/N-Fed
		408203	Transportation
		408216	Ancillary Services
		408218	Child Care
		408231	Contracted CM
		408234	Incapacity Exam
410			BASIC EDUCATION - CASE MGMT
	4101		BASIC ED-CM/Fed
		410103	Transportation
		410116	Ancillary Services
		410118	Child Care
		410131	Contracted CM
		410134	Incapacity Exam
	4102		BASIC ED-CM/N-Fed
		410203	Transportation
		410216	Ancillary Services
		410218	Child Care
		410231	Contracted CM
		410234	Incapacity Exam
412			VOCATIONAL TRNG & EDUCATION-CASE MGMT
	4121		VOC TRNG & ED-CM/Fed
		412103	Transportation
		412116	Ancillary Services

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
		412118	Child Care
		412131	Contracted CM
		412134	Incapacity Exam
	4122		VOC TRNG & ED-CM/N-Fed
		412203	Transportation
		412216	Ancillary Services
		412218	Child Care
		412231	Contracted CM
		412234	Incapacity Exam
414			SHORT TERM PREPARATION-CASE MGMT
	4141		SHORT TERM PREP-CM/Fed
		414103	Transportation
		414116	Ancillary Services
		414118	Child Care
		414131	Contracted CM
		414134	Incapacity Exam
	4142		SHORT TERM PREP-CM/N-Fed
		414203	Transportation
		414216	Ancillary Services
		414218	Child Care
		414231	Contracted CM
		414234	Incapacity Exam
416			LONG TERM PREPARATION-CASE MGMT
	4161		LONG TERM PREP-CM-/Fed
		416103	Transportation
		416116	Ancillary Services
		416118	Child Care
		416131	Contracted CM
		416134	Incapacity Exam
	4162		LONG TERM PREP-CM/N-Fed
		416203	Transportation
		416216	Ancillary Services
		416218	Child Care
		416231	Contracted CM
		416234	Incapacity Exam
418			ON THE JOB TRAINING (OJT)-CASE MGMT
	4181		OJT-CM/Fed

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
-----	-----	-----	-----
		418103	Transportation
		418116	Ancillary Services
		418118	Child Care
		418131	Contracted CM
		418134	Incapacity Exam
	4182		OJT-CM/N-Fed
		418203	Transportation
		418216	Ancillary Services
		418218	Child Care
		418231	Contracted CM
		418234	Incapacity Exam
420			GRANT DIVERSION PROGRAMS-CASE MGMT
	4201		GRANT DIVERSION PROG-CM/Fed
		420103	Transportation
		420116	Ancillary Services
		420118	Child Care
		420131	Contracted CM
		420134	Incapacity Exam
	4202		GRANT DIVERSION PROG-CM/N-Fed
		420203	Transportation
		420216	Ancillary Services
		420218	Child Care
		420231	Contracted CM
		420234	Incapacity Exam
422			90 DAY TRANS CHILD CARE - CASE MGMT
	4221		90 DAY TRAN CHLD CARE-CM/Fed
		422118	Child Care
		422131	Contracted CM
		422134	Incapacity Exam
	4222		90 DAY TRAN CHLD CARE-CM/N-Fed
		422218	Child Care
		422231	Contracted CM
		422234	Incapacity Exam
434			JOB CLUB - PROG OPERATIONS
	4341		JOB CLUB - PO/Fed



# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
-----	-----	-----	-----
		434132	Contracted P0
	4342		JOB CLUB - P0/N-Fed
		434232	Contracted P0
436			SUPERVISED JOB SEARCH-PROG OPERATIONS
	4361		SUPERVISED JOB SEARCH-P0/Fed
		436132	Contracted P0
	4362		SUPERVISED JOB SEARCH-P0/N-Fed
		436232	Contracted P0
440			BASIC EDUCATION - PROG OPERATIONS
	4401		BASIC ED-P0/Fed
		440132	Contracted P0
	4402		BASIC ED-P0/N-Fed
		440232	Contracted P0
442			VOCATIONAL TRNG & EDUCATION-PROG OP
	4421		VOC TRNG & ED-P0/Fed
		442132	Contracted P0
	4422		VOC TRNG & ED-P0/N-Fed
		442232	Contracted P0
444			SHORT TERM PREPARATION-PROG OPERATIONS
	4441		SHORT TERM PREP-P0/Fed
		444132	Contracted P0
	4442		SHORT TERM PREP-P0/N-Fed
		444232	Contracted P0
446			LONG TERM PREPARATION-PROG OPERATIONS
	4461		LONG TERM PREP-P0/Fed
		446132	Contracted P0

COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
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	4462		LONG TERM PREP-P0/N-Fed
		446232	Contracted P0
448			ON THE JOB TRAINING (OJT)-PROG OP
	4481		OJT-P0/Fed
		448132	Contracted P0
	4482		OJT-P0/N-Fed
		448232	Contracted P0
450			GRANT DIVERSION PROGRAMS-PROG OP
	4501		GRANT DIVERSION PROG-P0/Fed
		450132	Contracted P0
	4502		GRANT DIVERSION PROG-P0/N-Fed
		450232	Contracted P0
457			WIN CHILD CARE
	4570		WIN CHILD CARE
		457018	Child Care
460			EMPLOYMENT SEARCH PROG/NON GAIN
	4600		EMPLOYMENT SEARCH PROG/NON GAIN
		460039	Colocated SAU
462			EMPLOY SEARCH PROG/NON GAIN CHILD CARE
	4620		EMPLOY SRCH PROG/NON GAIN CHLD CARE
		462018	Child Care
464			FOOD STAMP EMPLOY & TRNG (100% FUND)
	4640		FOOD STAMP EMPLOY & TRNG(100% FUND)
		464017	Contracted Service Delivery
466			FOOD STAMP EMPLOY & TRNG (50/25/25)

# COUNTY ADMINISTRATIVE EXPENSE CLAIM CODE LISTING

Program Code	Subprogram Code	Program Identifier Number	Description
-----	-----	-----	-----
	4660		FOOD STAMP EMPLOY & TRNG (50/25/25)
		466017	Contracted Service Delivery
468			FOOD STAMP EMPLOY & TRNG/SUPP SVCS
	4680		FOOD STAMP EMPLOY & TRNG/SUPP SVCS
		468017	Contracted Service Delivery
		468029	Support Services
478			REFUGEE EMPLOYMENT-SOCIAL SVCS-COUNTY
	4780		REFUGEE EMPLOYMENT-SOCIAL SERVICES-CO
		478017	Contracted Service Delivery
480			REFUGEE TARGETED ASSISTANCE-COUNTY
	4800		REFUGEE TARGET ASSIST PROGRAM-CO
		480017	Contracted Service Delivery
490			OTHER COUNTY PROG GENERAL RELIEF
	4900		OTHER COUNTY PROGRAMS-GENERAL RELIEF
		490027	Other County Only Expense

## COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code -----	Subprogram Code -----	Description -----
SOCIAL SERVICES		
101		IN-HOME SUPPORTIVE SERVICES
	1010	IN HOME SUPPORTIVE SVC
105		EMERGENCY ASSISTANCE / ANEC
	1050	EMERGENCY ASSISTANCE/ANEC
	1051	Emergency Response
	1053	Family Maintenance
	1055	Family Reunification
	1057	Permanent Placement
110		CWS / TITLE IV-E
	1100	CWS / TITLE IV-E
	1105	Family Reunification - Federal
	1107	Permanent Placement - Federal
111		CWS / NON TITLE IV-E
	1110	CWS / NON TITLE IV-E
	1111	Emergency Response
	1113	Family Maintenance Program
	1115	Family Reunification - Nonfederal
	1117	Permanent Placement - Nonfederal
115		COUNTY SERVICES BLOCK GRANT
	1150	COUNTY SERVICES BLOCK GRANT
	1151	Information and Referral
	1152	Adult Protective Services
	1153	Out-of-Home-Care for Adults
	1154	IHSS Staff Activities
	1155	Optional Services
120		ADOPTIONS ASSISTANCE TITLE-IV E
	1200	ADOPTIONS ASSISTANCE - Title IV-L
122		GENERAL ADOPTIONS
	1220	GENERAL ADOPTIONS
124		FOSTER CARE ADOPTIONS

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
-----	-----	-----
	1240	FOSTER CARE ADOPTIONS
126		ADOPTIONS GENERIC
	1260	ADOPTIONS GENERIC
135		SSI-SSP / OHC
	1350	SSI-SSP / OHC
140		R.R.P. / CWS
	1400	R.R.P. / CWS
141		R.R.P. / CSBG SERVICES
	1410	R.R.P. / CSBG SERVICES
142		R.R.P. / UM
	1420	R.R.P. / UM
150		EPSDT
	1500	EPSDT
155		LICENSING / FOSTER FAMILY HOME
	1550	LICENSING / FOSTER FAMILY HOME
157		LICENSING / DAY CARE
	1570	LICENSING / DAY CARE
160		CHILD CARE/DEVELOPMENT PROGRAM
	1600	CHILD CARE/DEVELOPMENT PROGRAM
165		S E D
	1650	S E D
167		AB 1733/OCAP
	1670	AB 1733/OCAP
169		AB 2443/OCAP
	1690	AB 2443/OCAP

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
-----	-----	-----
171		AB 57-ADULTS/EMERGENCY RESPONSE
	1710	AB 57 - ADULTS/EMERGENCY RESPONSE
173		SB 438/APS
	1730	SB 438/APS
176		DIRECT DAY CARE
	1760	DIRECT DAY CARE
178		IHSS DEMO PROJECT
	1780	IHSS DEMO PROJECT
180		IGHs
	1800	IGHs
182		ILSP ADMINISTRATION
	1820	ILSP ADMINISTRATION
184		ILSP SERVICES
	1840	ILSP SERVICES
188		MUTUAL ASSISTANCE ASSOCIATIONS
	1880	MUTUAL ASSISTANCE ASSOCIATIONS
189		SA J-93019
	1890	SA J-93019
190		OTHER COUNTY ONLY PROG./GEN RELIEF
	1900	OTHER COUNTY ONLY PROG./GEN RELIEF

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
-----	-----	-----
ELIGIBILITY & NON-SERVICE		
201		AFDC FG/U
	2010	AFDC FG/U
	2011	Intake
	2013	Continuing
	2015	Quality Control
	2017	Integrated Earnings Clear System
	2019	Appeals/Fair Hearings
203		NONFEDERAL AFDC FG/U
	2030	NONFEDERAL AFDC FG/U
205		AFDC-FC
	2050	AFDC-FC
	2051	Intake
	2053	Continuing
207		NONFEDERAL AFDC-FC
	2070	NONFEDERAL AFDC FC
208		AFDC ADMINISTRATIVE HEARINGS
	2080	AFDC ADMINISTRATIVE HEARINGS
209		AFDC FRAUD
	2090	AFDC FRAUD
210		NONASSISTANCE FOOD STAMPS
	2100	NONASSISTANCE FOOD STAMPS
	2101	Intake
	2103	Continuing
	2105	Quality Control
	2107	Integrated Earnings Clear System
	2109	Appeals/Fair Hearings
212		FOOD STAMPS ADMINISTRATIVE HEARINGS
	2120	FOOD STAMPS ADMINISTRATIVE HEARINGS
213		FOOD STAMP FRAUD
	2130	FOOD STAMP FRAUD

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
-----	-----	-----
214		FS ONLINE ISSUANCE (FSOLIS)
	2140	FS ONLINE ISSUANCE (FSOLIS)
215		MEDI-CAL
	2150	MEDI-CAL
	2151	Intake
	2153	Continuing
	2155	Dual Choice
	2159	Appeals/Fair Hearings
217		COUNTY MEDICAL SERVICE NON RRP/CHEP
	2170	COUNTY MEDICAL SERVICE NON RRP/CHEP
220		GENERAL RELIEF
	2200	GENERAL RELIEF
221		OTHER COUNTY ONLY
	2210	OTHER COUNTY ONLY
222		EMERGENCY ASSISTANCE / ANEC
	2220	EA/ANEC
225		CHILD SUPPORT
	2250	CHILD SUPPORT
226		CHILD SUPPORT DISREGARD
	2260	CHILD SUPPORT DISREGARD
230		ADOPTIONS ASSISTANCE IV-E
	2300	ADOPTIONS ASSISTANCE IV-E
233		ADOPTIONS ASSISTANCE NON IV-E
	2330	ADOPTIONS ASSISTANCE NON IV-E
245		STATE ADULT PROGRAM
	2450	STATE ADULT PROGRAM
250		RRP/MEDICAL ASSISTANCE



# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
	2500	RRP/MEDICAL ASSISTANCE
251		RRP - AFDC
	2510	RRP AFDC
252		RRP - GR & NON AFDC
	2520	RRP GR & NON AFDC
253		RRP - COUNTY MEDICAL SERVICES
	2530	RRP COUNTY MEDICAL SERVICES
254		REFUGEE DEMO PROJECT (ELIG)
	2540	REFUGEE DEMO PROJECT ELIG
255		IRCA
	2550	IRCA
	2551	IRCA - NONFEDERAL AFDC FG/U
	2553	IRCA - FOOD STAMPS
	2555	IRCA - MEDI-CAL
	2557	IRCA - GENERAL RELIEF
	2558	IRCA - FEDERAL AFDC/FC
	2559	IRCA - NONFEDERAL AFDC/FC
257		REFUGEE ORIENTATION & EMPLOYMENT PROG
	2570	REFUGEE ORIENTATION & EMPLOYMENT PROG
258		RRP-GENERAL RELIEF
	2580	RRP-GENERAL RELIEF
259		REFUGEE CASH ASSISTANCE (RCA/ECA)
	2590	REFUGEE CASH ASSISTANCE (RCA/ECA)
260		REDUCED INCOME SUPPLEMENT PAYMENT
	2600	REDUCED INCOME SUPPLEMENT PAYMENT
261		REDUCED INCOME SUPP PAYMENT 19-24
	2610	REDUCED INCOME SUPP PAYMENT 19-24 MO
265		ED/PP-AFDC
	2650	ED/PP-AFDC

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
-----	-----	-----
266		ED/PP-NAFS
	2660	ED/PP-NAFS
270		INDIAN RESERVATION-NAFS
	2700	INDIAN RESERVATION - NAFS

\* Effective beginning with the 10/88 through 12/88 Quarter

272	2720	SAVE
	2721	SAVE-Federal AFDC FG/U
	2722	SAVE-Food Stamps
	2723	SAVE-Medi-Cal
	2724	SAVE-RRP AFDC
	2725	SAVE-RDP

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
-----	-----	-----
	WELFARE FRAUD	
301		FRAUD-FEDERAL AFDC
	3010	FRAUD-FEDERAL AFDC
305		FRAUD-NONFEDERAL AFDC
	3050	FRAUD-NONFEDERAL AFDC
310		FRAUD-FOOD STAMPS
	3100	FRAUD-FOOD STAMPS
315		FRAUD-FEDERAL AFDC/FS
	3150	FRAUD-FEDERAL AFDC/FS
320		FRAUD-NONFEDERAL AFDC/FS
	3200	FRAUD-NONFEDERAL AFDC/FS
330		FRAUD-IHSS (CSBG)
	3300	FRAUD-IHSS (CSBG)
390		FRAUD GENERAL RELIEF
	3900	FRAUD GENERAL RELIEF

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
-----	-----	-----
EMPLOYMENT SERVICES		
401		ORIENTATION AND APPRAISAL
	4010	ORIENTATION & APPRAISAL
402		ASSESSMENT
	4020	ASSESSMENT
404		JOB CLUB - CASE MGMT
	4040	JOB CLUB - CASE MGMT
	4041	JOB CLUB - CM/Fed
	4042	JOB CLUB -CM/N-Fed
406		SUPERVISED JOB SEARCH-CASE MGMT
	4060	SUPERVISED JOB SEARCH-CASE MGMT
	4061	SUP JOB SEARCH-CM/Fed
	4062	SUP JOB SEARCH-CM/N-Fed
408		OTHER JOB SEARCH SVCS-CASE MGMT
	4080	OTHER JOB SEARCH SVCS-CASE MGMT
	4081	OTHER JSS-CM/Fed
	4082	OTHER JSS-CM/N-Fed
410		BASIC EDUCATION - CASE MGMT
	4100	BASIC EDUCATION -CASE MGMT
	4101	BASIC ED-CM/Fed
	4102	BASIC ED-CM/N-Fed
412		VOCATIONAL TRNG & EDUCATION-CASE MGMT
	4120	VOCATIONAL TRNG & EDUCATION-CASE MGMT
	4121	VOC TRNG & ED-CM/Fed
	4122	VOC TRNG & ED-CM/N-Fed
414		SHORT TERM PREPARATION-CASE MGMT
	4140	SHORT TERM PREPARATION-CASE MGMT
	4141	SHORT TERM PREP-CM/Fed
	4142	SHORT TERM PREP-CM/N-Fed
416		LONG TERM PREPARATION-CASE MGMT
	4160	LONG TERM PREPARATION-CASE MGMT

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
	4161	LONG TERM PREP-CM-/Fed
	4162	LONG TERM PREP-CM/N-Fed
418		ON THE JOB TRAINING (OJT)-CASE MGMT
	4180	ON THE JOB TRAINING (OJT)-CASE MGMT
	4181	OJT-CM/Fed
	4182	OJT-CM/N-Fed
420		GRANT DIVERSION PROGRAMS-CASE MGMT
	4200	GRANT DIVERSION PROGRAMS-CASE MGMT
	4201	GRANT DIVERSION PROG-CM/Fed
	4202	GRANT DIVERSION PROG-CM/N-Fed
422		90 DAY TRANS CHILD CARE - CASE MGMT
	4220	90 DAY TRANS CHILD CARE-CASE MGMT
	4221	90 DAY TRAN CHLD CARE-CM/Fed
	4222	90 DAY TRAN CHLD CARE-CM/N-Fed
434		JOB CLUB - PROG OPERATIONS
	4340	JOB CLUB - PROGRAM OPERATIONS
	4341	JOB CLUB - PO/Fed
	4342	JOB CLUB - PO/N-Fed
436		SUPERVISED JOB SEARCH-PROG OPERATIONS
	4360	SUPERVISED JOB SEARCH-PROG OP
	4361	SUPERVISED JOB SEARCH-PO/Fed
	4362	SUPERVISED JOB SEARCH-PO/N-Fed
440		BASIC EDUCATION - PROG OPERATIONS
	4400	BASIC EDUCATION PROG OP.
	4401	BASIC ED-PO/Fed
	4402	BASIC ED-PO/N-Fed
442		VOCATIONAL TRNG & EDUCATION-PROG OP
	4420	VOCATIONAL TRNG & EDUCATION-PROG OP
	4421	VOC TRNG & ED-PO/Fed
	4422	VOC TRNG & ED-PO/N-Fed
444		SHORT TERM PREPARATION-PROG OPERATIONS
	4440	SHORT TERM PREPARATION-PROG OP
	4441	SHORT TERM PREP-PO/Fed
	4442	SHORT TERM PREP-PO/N-Fed

COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
446		LONG TERM PREPARATION-PROG OPERATIONS
	4460	LONG TERM PREPARATION-PROG OP
	4461	LONG TERM PREP-P0/Fed
	4462	LONG TERM PREP-P0/N-Fed
448		ON THE JOB TRAINING (OJT)-PROG OP
	4480	ON THE JOB TRAINING (OJT) -PROG OP
	4481	OJT-P0/Fed
	4482	OJT-P0/N-Fed
450		GRANT DIVERSION PROGRAMS-PROG OP
	4500	GRANT DIVERSION PROGRAMS-PROG OP
	4501	GRANT DIVERSION PROG-P0/Fed
	4502	GRANT DIVERSION PROG-P0/N-Fed
451		NONFEDERAL GAIN
	4510	NONFEDERAL GAIN
455		WIN DEMONSTRATION PROGRAM
	4550	WIN DEMONSTRATION PROGRAM
457		WIN CHILD CARE
	4570	WIN CHILD CARE
460		EMPLOYMENT SEARCH PROG/NON GAIN
	4600	EMPLOYMENT SEARCH PROG/NON GAIN
462		EMPLOY SEARCH PROG/NON GAIN CHILD CARE
	4620	EMPLOY SRCH PROG/NON GAIN CHLD CARE
464		FOOD STAMP EMPLOY & TRNG (100% Fed)
	4640	FOOD STAMP EMPLOY & TRNG(100% Fed)
466		FOOD STAMP EMPLOY & TRNG (50/25/25)
	4660	FOOD STAMP EMPLOY & TRNG (50/25/25)
468		FOOD STAMP EMPLOY & TRNG/SUPP SVCS
	4680	FOOD STAMP EMPLOY & TRNG/SUPP SVCS
470		FOOD STAMPS WORKFARE

# COUNTY ADMINISTRATIVE EXPENSE CLAIM PROGRAM CODE LISTING

Program Code	Subprogram Code	Description
-----	-----	-----
	4700	FOOD STAMPS WORKFARE
472		REFUGEE DEMO PROJECT
	4720	REFUGEE DEMO PROJECT
474		REFUGEE CASH ASSISTANCE
	4740	REFUGEE CASH ASSISTANCE
476		REFUGEE CENTRAL INTAKE - COUNTY
	4760	REFUGEE CENTRAL INTAKE COUNTY
478		REFUGEE EMPLOYMENT-SOCIAL SVCS-COUNTY
	4780	REFUGEE EMPLOYMENT-SOCIAL SERVICES-CO
480		REFUGEE TARGETED ASSISTANCE-COUNTY
	4800	REFUGEE TARGET ASSIST PROGRAM-CO
484		MULTI WORK EXPERIENCE PROJECT-COUNTY
	4840	MULTI WORK EXPERIENCE PROJECT CO
490		OTHER COUNTY PROG GENERAL RELIEF
	4900	OTHER COUNTY PROGRAMS-GENERAL RELIEF

COUNTY ADMINISTRATIVE EXPENSE CLAIM — DIRECT COST INPUT SCHEDULE

Attachment III of

FORM NUMBER <b>325.1B</b>	COUNTY NUMBER <b>xx</b>	QUARTER <b>xx/xx</b> mm/yy
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Program Description	FOR KEY ENTER	PROGRAM IDENTIFIER NUMBER	PERSONAL SERVICES	OPERATING COSTS	PURCHASE OF SERVICES	PROGRAM SUBTOTAL	GAIN NON-FED SUBTOTAL	TYPE OF EXPENSE	NUMBER	CONTRACT FY
EA/ANEC	1	105102	6,405				6	7	8	9
EA/ANEC	2	105103		38,107				Shelter Care		
EA/ANEC	3	105106		4,453		48,965		Transportation		
CWS/NON-TITLE IV-E	4	111101		135,685				Counseling		
CWS/NON-TITLE IV-E	5	111102	11,172					Overtime		
CWS/NON-TITLE IV-E	6	111506			9,745	156,602		Shelter Care		
ASSESSMENT	7	402037			40,000	40,000		Counseling		
	8							Contracted Assessment		88/89
	9							Smith College 20,000	1492	88/89
	10	406118		1,410				Davis College 20,000	4391	88/89
SUPERVISED JOB SEARCH-CM	11	406131		5,405				Child Care		
SUPERVISED JOB SEARCH-CM	12	406116		446				Contracted-CM	3188	88/89
SUPERVISED JOB SEARCH-CM	13							Amillary		
	14									
	15									
	16									
	17									
	18									
	19									
	20									
	21									
	22									
	23									
	24									
	25									
	26									
	27									
	28									
	29									
	30									
TOTAL DIRECT COSTS (Total on last page only)			\$ 17,577	\$ 185,506	\$ 49,745	\$ 252,828	\$ 0			

Column Instructions: 1, 2, 3, & 4 - Report all direct costs by the six digit Program Identifier Number. Report abatements and fees collected as negative expenditures for each applicable program.  
5 & 6 - Subtotal direct costs by program on last line of program detail in column 5 or, if GAIN Non-Fed costs, subtotal in column 6. DO NOT use a separate line for program subtotals.  
7 - Enter description of expense, e.g., transportation, shelter care, etc. Description must agree with the Program Identifier Number in column 1.  
8 & 9 - If Purchase of Services, enter contract number and fiscal year, if applicable.

(Instructions on Back)